



# CITY OF ST PAUL

Department of Safety and Inspections  
375 Jackson Street, Suite 220  
St Paul, Minnesota 55101-1806

## GENERAL BUILDING PERMIT APPLICATION

Visit our Web Site at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

PROJECT ADDRESS	Number	Street Name	St. Ave. Blvd. Etc.	N S E W	Suite/Apt	Building Name	Date
Contractor	(Include Contact Person)			(Permit will be mailed to the Contractor's Address)			Phone
State Building Contr. Lic. #				Address City State, Zip + 4			
Property Owner	(Include Contact Person)			Address City State, Zip + 4			Phone
Architect				Address City, State, Zip + 4			Phone

Select the Type of Work ▶	<input type="checkbox"/> New Structure	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel/Alter	<input type="checkbox"/> Repair
Select Applicable Installation Below.	Select Type of Use ▶	# of Existing Dwelling Units ▶ _____		
<input type="checkbox"/> Windows: # of windows ▶ _____	Mixed Commercial/ Residential buildings enter information for both the Residential and Commercial Use.	<input type="checkbox"/> Residential: Final # of Dwelling Units ▶ _____		
<input type="checkbox"/> Roofing: # of squares ▶ _____		# of Dwelling Units Worked On ▶ _____		
<input type="checkbox"/> Siding: # of squares ▶ _____		<input type="checkbox"/> Commercial: Value of Coml. Work ▶ \$ _____		
▶ Note: 1 Square = 100 Square Feet	Est. Start Date ▶	Est. Finish Date ▶	Total Value ▶	\$ _____
Description of Project:		Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.  Applicant's Signature _____		

PLEASE COMPLETE THIS SECTION ONLY FOR NEW STRUCTURE OR ADDITION						
Structure Dimensions (In Feet)						Is a Fire Suppression System Available? (i.e. – Sprinklers)  Yes <input type="checkbox"/> No <input type="checkbox"/>
Width	Length	Height	Total Square Feet (include basement)	Basement	# of Stories	
				Yes No		
Lot Dimensions (In Feet)		Set Backs from Property Lines				
Lot Width	Lot Depth	Front	Back	Side 1	Side 2	

For Office Use Only					
Change/Expansion of Use? Yes / No				SUMMARY OF FEES	
Existing Primary Use		Occupancy Group		Building Permit Fee	\$
Proposed Primary Use		Construction Type		Plan Check Fee	\$
Zoning District		Plan Number		State Surcharge	\$
PLAN REVIEW REMARKS				SAC	\$
				Park Dedication Fee	\$
				Total Permit Fee	
S.A.C. #:	Reviewed By:	Date:	Warning Folder #	(For Office Use Only)	
Charge	Credit		Vacant Bldg. Folder #	PERMIT # ▶	
State Valuation : \$				Expiration Month/Year ▶	
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa					
Enter Account Number ▶▶					

## GENERAL BUILDING PERMIT APPROVALS & REQUIREMENTS

*If you are paying for your permit by American Express, Discover, MasterCard or Visa, you may fax your application.  
The credit card information section must be filled in.*

*Our FAX number is 651-266-9124.*

*If paying by check, please mail the application and check to us. Make checks payable to: City of St. Paul*

### FOR NEW CONSTRUCTION AND MULTI-FAMILY RESIDENTIAL OR COMMERCIAL ADDITIONS

Building Permit Application and two (2) complete sets of plans must have stamped approval by the following Offices prior to submittal to the plan examination section in DSI at 375 Jackson Street, Suite 220.

#### REQUIRED

- 1) Public Works – 10<sup>th</sup> Floor City Hall Annex  
25 W. 4<sup>th</sup> Street  
(Bring Lot Survey with Legal Description)

Assigned Address: \_\_\_\_\_

Pin # : \_\_\_\_\_

Legal Description:

#### REQUIRED

- 2) Public Works – Sewer 7<sup>th</sup> Floor City Hall Annex  
25 W. 4<sup>th</sup> Street  
(Sewer Size and Location)

### FOR OFFICE USE ONLY

Review	Required	Initials/OK	Date
HPC			
SITE PLAN REVIEW*			
SPECIAL USE PERMIT			
ENVIRONMENTAL / FOOD			

Site Plan Review is required for new construction and additions to commercial buildings or residential buildings with 3 or more units.  
(651-266-9086)

Building Field Inspectors are in the office for inspection requests between 7:30 – 9:00 AM, Monday – Friday. Phone number is 651-266-9002.  
Permit Fee Information can be obtained by calling 651-266-9090, Monday – Friday, 7:30 – 4:30.

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